

**Using GruntWorx to Populate
GoSystem Tax RS™**

Topics in this Quick Start Guide

- Key steps to configuring GruntWorx
- How to submit jobs
- How GoSystem Tax RS™ client tax files are populated with GruntWorx
- How to purchase credits and run usage reports

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Overview

The purpose of this document is to assist tax firms with initial GruntWorx set-up and to provide a quick reference for the ongoing use of GruntWorx to populate 1040 client tax forms into GoSystem Tax RS™ 1040 tax software client files.

What you get:

- Your client's tax forms - identified, labeled and organized in the order of a 1040 and returned in a bookmarked PDF
- Data extracted from client tax forms and automatically inserted into the client's GoSystem Locator
- A Pointsheet workbook including a Diagnostics sheet, a Missing Documents sheet and, if selected, spreadsheets with extracted capital gains.

For the purpose of this guide, references to “**jobs**” are references to submissions to GruntWorx of client source documents (PDF format) associated with a single taxpayer/spouse tax return.

Scanning Note: The quality of the scanned documents submitted to GruntWorx is vitally important to your firm's successful use of GruntWorx products.

This guide assumes the client's tax forms have already been scanned to PDF format **using the black and white or monochrome setting, at a minimum quality setting of 300dpi.**

For best results, please read the [Best Practices for Scanning Tax Documents Guide](#), available by calling 877-830-6059 and selecting either Sales (X2) or Support (X3).

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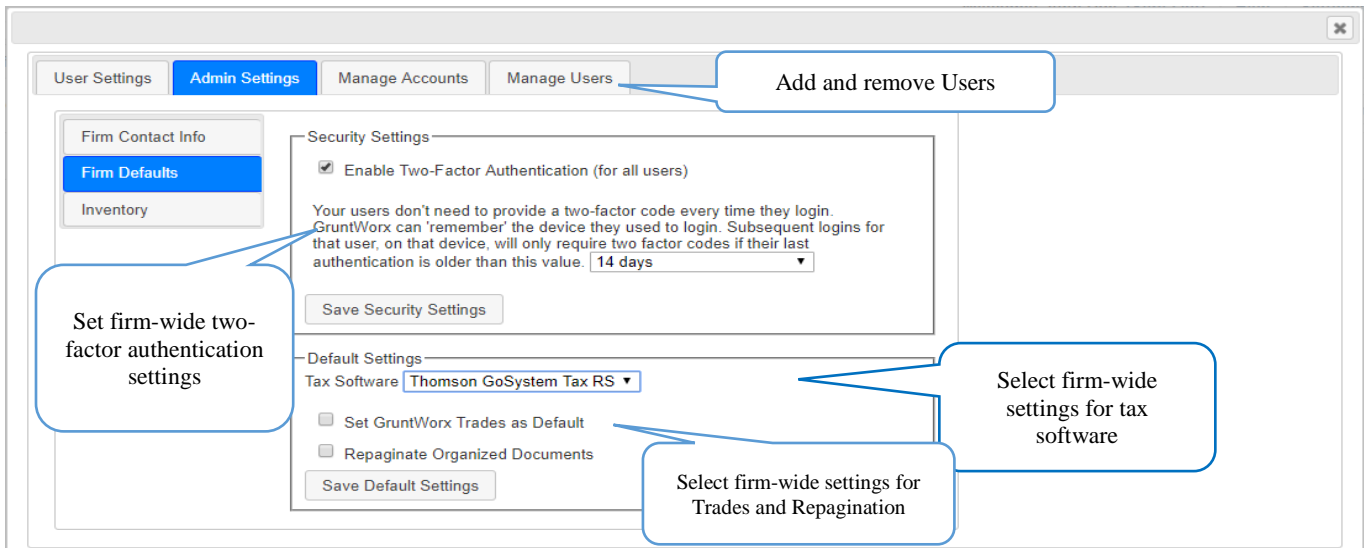
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Administrator Functions - for GoSystem Tax RS™

1. Set-up firm, Add Accounts, Add Users

- If not already registered, Click Free Trial Link
- At Registration screen - complete registration
- Look for the sign-up email including the temporary password
- Sign in and set the new password
- Accept master agreement
- Accept EULA
- **Important:** The GoSystem Tax RS™ user must have contacted GruntWorx prior to the submission of the firm's first Populate job to enable access to web services at Thomson Reuters. **Please call 877-830-6059 X2 if you have not yet spoken to GruntWorx.**
- At dashboard, select “Settings” link - at top right- and go under the “Admin Settings” tab
- Click the “Firm Defaults” section
- Select Thomson GoSystem Tax RS™ tax software
- Hit “Save Default Settings”



- At “the “Manage Accounts” tab on the Admin screen, add Account/s (required). A “Default” account is supplied. The default account should be re-named to match one of the firm’s GoSystem Tax RS™ accounts.
All Account names must match the specific GoSystem Tax RS™ accounts associated with firm Client tax files.
- At the “User Management” tab on the Admin screen, add users and assign account access. Add, Edit, Delete, Activate and Deactivate Users in individual and batch actions.

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Administrator Functions (continued)

2. Check Inventory; Purchase Credits (Administrator only)

- At dashboard, select the “Settings” link in the upper right
- Select “Inventory” tab to see credit balances.
- Select the “Store” link to purchase credits with a credit card.

The screenshot shows the 'Admin Settings' page with the 'Inventory' tab selected. A 'Job Cost Report' section is visible, including a 'download report' button. Below this is a table for 'October 2018' showing credit adjustments and balances. A callout points to the 'Inventory' tab, and another points to the 'download report' button.

Date	Memo	Credit Adjustment	Credit Balance
10/01/2018	beginning balance		9261.30
10/04/2018	client: CHALK / job 107062	-1.90	9259.40
10/04/2018	client: JJBA2 / job 107152	-0.15	9259.25
10/04/2018	client: 1055 / job 107155	-0.15	9259.10
10/22/2018	client: 424 / job 107244	-9.90	9249.20
10/22/2018	client: 430 / job 107245	-0.65	9248.55
10/25/2018	client: 35 / job 107256	-1.45	9247.10
10/29/2018	client: 393 / job 107259	-32.25	9214.85
10/29/2018	client: 358 / job 107260	-32.25	9182.60
10/29/2018	client: 95 / job 107261	-22.40	9160.20

Credits - GruntWorx Credits are debited on a per page/per form/per trade basis giving the user more flexibility to control cost. Please call Sales for details, or you can use the *Store* button to access tools to help you estimate your needs.

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User Functions

1. Set Preferences, add GoSystem Tax RS™ Login and Password

- Login using the one-time password from the new user registration email and choose a new password
- Accept EULA
- From the Dashboard, select “Settings” link - at top right
- At “User Settings” screen, set user preferences
- Add GoSystem Tax RS™ login credentials.

The screenshot shows the 'User Settings' page with several sections and callout boxes:

- User Contact Information:** Includes fields for first name (John), last name (Doe), and phone number ((555) 247-6235). A callout box says: "Add contact information for individual users".
- Job Status Notification:** Includes a dropdown for job status notification (set to 'no notification'), notification email, and SMS notification phone number. A callout box says: "Add email address or phone number for job completion and error notification."
- Two Factor Authentication:** Includes a dropdown for two factor authentication (set to 'email'), authentication email (John.Doe@quickstartguide.com), and SMS authentication phone number. A callout box says: "Set and control Two-Factor Authentication settings".
- GoSystem Tax RS Login Information:** Includes fields for Login ID (JOHN), Firm ID (A43Q), Firm Location (ANDOVER), and Password. A callout box says: "Users must enter their GoSystem login information".
- User Preferences:** Includes a dropdown for Default Display Tab (Organize Lite) and a checkbox for Display billing data on dashboard. A callout box says: "Users can set which tab they would like displayed on login and with Admin privileges choose to have billing data displayed".
- Change Your GruntWorx Password:** Includes fields for new password and confirm new password. A callout box says: "Users can change their password".

Important: when login or password to access the tax software is updated, the User must also update login/password in GruntWorx.

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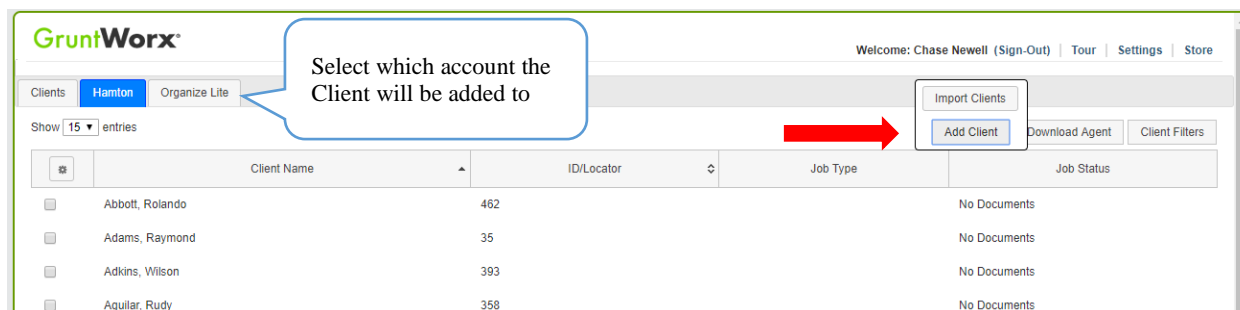
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User Functions (continued)

2. Add Client/s

- At Dashboard – Under the Appropriate Account – Click Add Client



Important: For each client added, the Client ID and Account number must be identical to the GoSystem Locator and Account in the GoSystem Tax RS™ tax software.

To add a single client - on the “Add Client” dropdown menu click “Add New Client”; fill all required fields

To upload multiple clients - on dropdown menu click “Import Clients”, follow instructions and template to create the csv import file.

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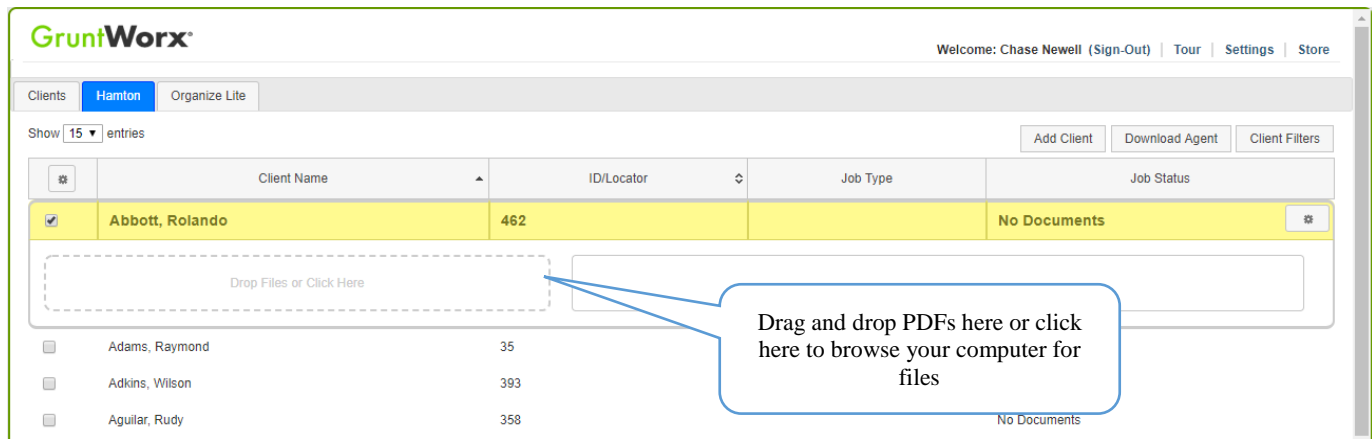
User Functions (continued)

3. Submit Job

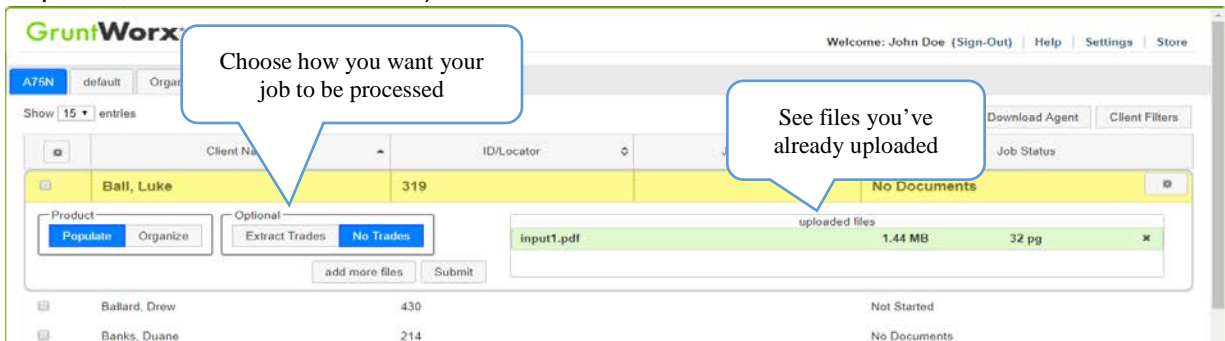
- **Required:** Trial users should have a fresh client return rolled from the prior tax year to current or, in the tax software, start a new client file

Note: Minimum required client tax file data for Populate job processing: **Taxpayer and Spouse name/s; SSN/s and filing status** filled on the “Taxpayer Information” screen in the “General Information” section of the Client Organizer.

From the GruntWorx Dashboard, click on the client name to open the client’s details.



- In the client’s details, Drag and drop client’s PDF files to the File Upload box, or
- Click the File Upload box
- Browse and add files (as many as 15; maximum of 150MG per file)
- Click the “Open” button
- Once documents are uploaded, select process files, choose processing options (Organize or Populate; with or without Trades) and click “Submit”



Important: The User must be logged-out of the GoSystem Tax RS™ Client tax file during job submission and population.

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User Functions (continued)

4. Review GruntWorx Output Files

Email or SMS notification, if selected in User Settings, alerts the user that the job is complete. The message serves also as notification that tax data has been populated into the Client Locator and that the GruntWorx Bookmarked PDF and Pointsheet, including the trades import file (if trades option selected), are ready for download and review.

A. Download and Save Files

At the Dashboard, click the Client name associated with the “completed” job. The Client’s details will be opened.

- The first file listed is the organized and bookmarked PDF.
- The second file is an Excel workbook called the Pointsheet.

Client Name	Job Type	Status
Abbott, Rolando	Populate + trades	Completed
Adams, Raymond	Populate	Completed
Adkins, Wilson	Populate + trades	Completed
Aguilar, Rudy	Populate + trades	Completed
Alexander, Chris	Populate	Completed
Allen, Timothy	Populate + trades	Downloaded

Page Processing (88 pages)	30
Page Validation (88 pages)	9
Form Population (27 forms)	18.80
Trades Processing (59 trades)	12.15
TOTAL	\$42.15

Note: If the client needs to be resubmitted they can be reset and submitted as a new job.

To review the documents, it’s easiest to use two monitors: opening the PDF image in one monitor and the Pointsheet in the other.

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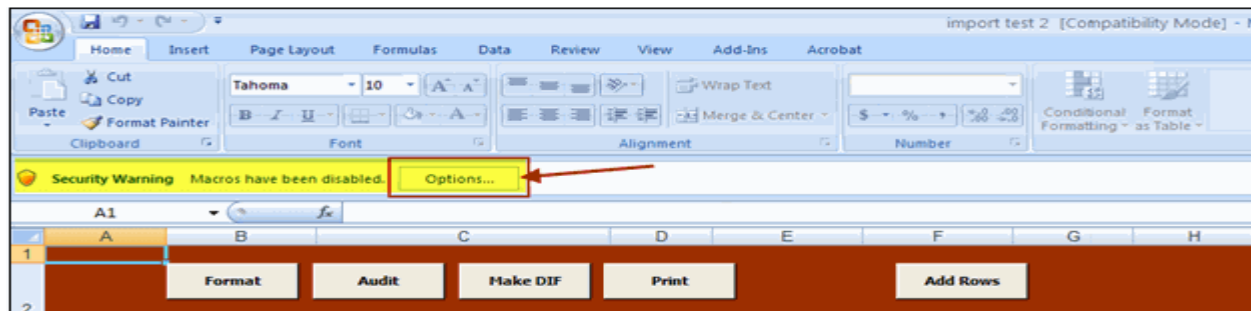
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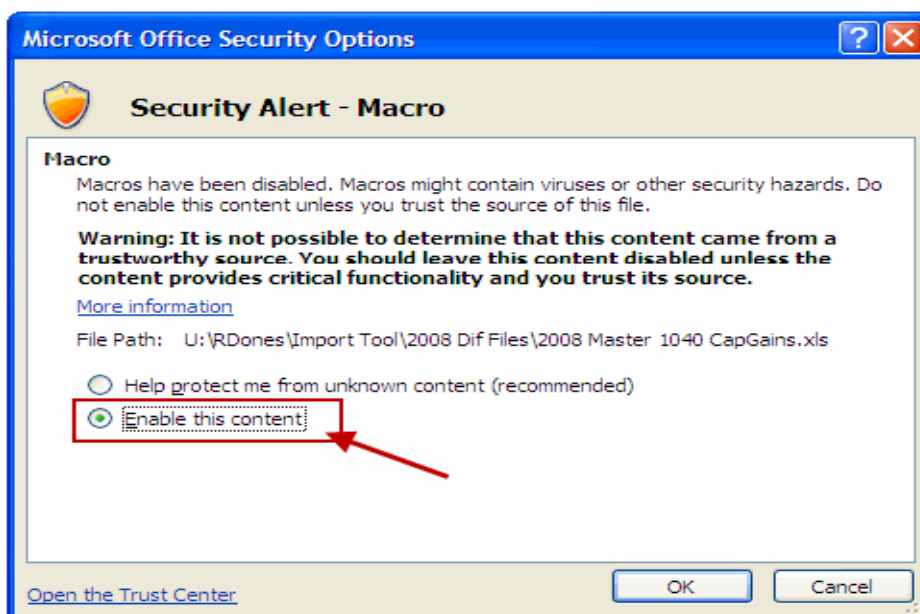
User Functions (continued)

B. Enable Pointsheet Macros

- Open the GruntWorx Pointsheet. If Macros are disabled a Security Warning is displayed
- Select the **Options** button below the Excel toolbar



- At the "Security Alert - Macro" pop-up, select radio button for "Enable this Content" and click "OK"



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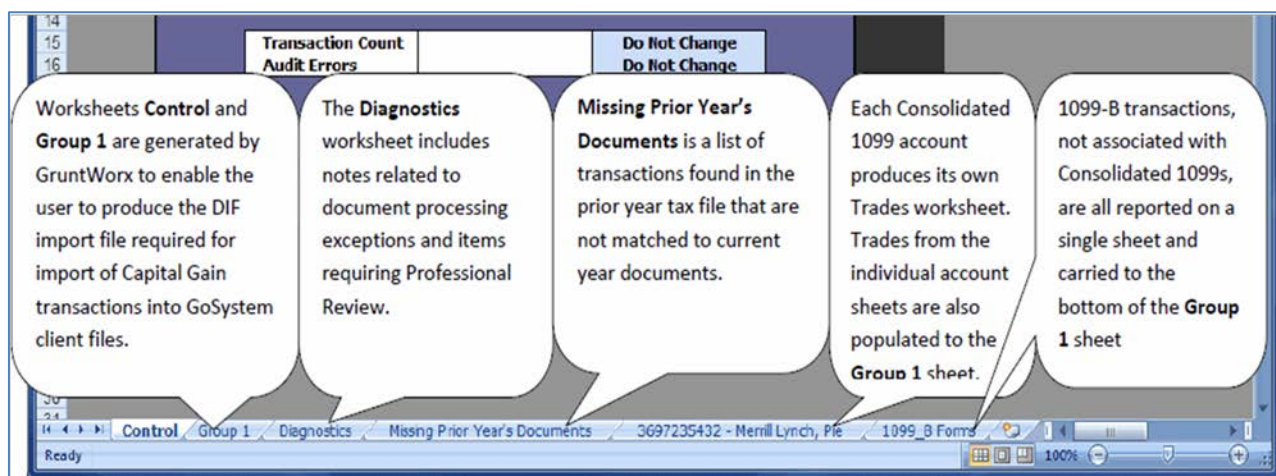
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User Functions (continued)

C. Pointsheet Review - Worksheet Overview

The Pointsheet is an Excel™ workbook, provided with every GruntWorx Populate job. Included in the workbook are a worksheet with Diagnostic job notes, and another with a list of Missing Documents.

When the GruntWorx Trades option is selected, worksheets for each Consolidated 1099 Trades account, a worksheet with separately reported 1099-B's as well as worksheets (Control and Group1) used to generate the GoSystem Tax RS™ capital gains import file are also provided.



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User Functions (continued)

D. Pointsheet Review - Diagnostics Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
34		Forms classified but not extracted for population												
35		Inconsistent Tax Year - does not populate												
36			- SSA-1099 - page 26											
37														
38		Inconsistent Owner/SSN - does not populate												
39		765-44-1234	- 1099 INT - page 5											
40														
41														
42		Professional review required												
43		Issuer Name and/or Address for W-2, 1099-R or W-2G missing - correct in tax software												
44			- 1099 R - unknown1											
45														
46		Customer Diagnostic Notes												
47			- 1099 INT - More than one form/record on this page - Only one form/record extracted											
48														
49														

- Review the Diagnostics sheet (3rd tab from left) for comments related to client file population
- Click the blue hyperlinks on the Diagnostic sheet linked to the corresponding page in the open Bookmarked PDF

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5. Reset Failed Job

Occasionally the user will receive notification of a failed job. To try again, using the same ClientID, a **Reset Client** function is available for both Populate and Organize jobs.

NOTE: Reset cannot be used if the Locator Number is incorrect, the client must be deleted and added back.

The screenshot shows the GruntWorx web interface. At the top, there's a navigation bar with 'default', 'YANG', 'Yang', and 'Organize Life'. Below that, a table lists clients with columns for 'Client Name' and 'ID/Locator'. The client 'Aguilar, Rudy' with ID '358' is highlighted in yellow. To the right of the table, there's a 'Job Status' section with a dropdown menu. A red arrow points from the 'Reset Job (prep for retry)' button in the Job Status section to the failed job row. A callout box says 'Look at the Job Status section to quickly find any failed jobs'.

Client Name	ID/Locator	Job Status
Abbott, Rolando	462	No Documents
Adams, Raymond	35	Not Started
Adkins, Wilson	393	Not Started
Aguilar, Rudy	358	Failed
Alexander, Chris	95	No Documents
Allen, Timothy	26	No Documents

- The user should open the Client's Details and click the Gear icon button at upper right.
- Choose to Reset Job
- Fix the error, e.g.: Print and scan for password protected documents, or update your GoSystem password on the GruntWorx site.
- Upload documents and "Process".

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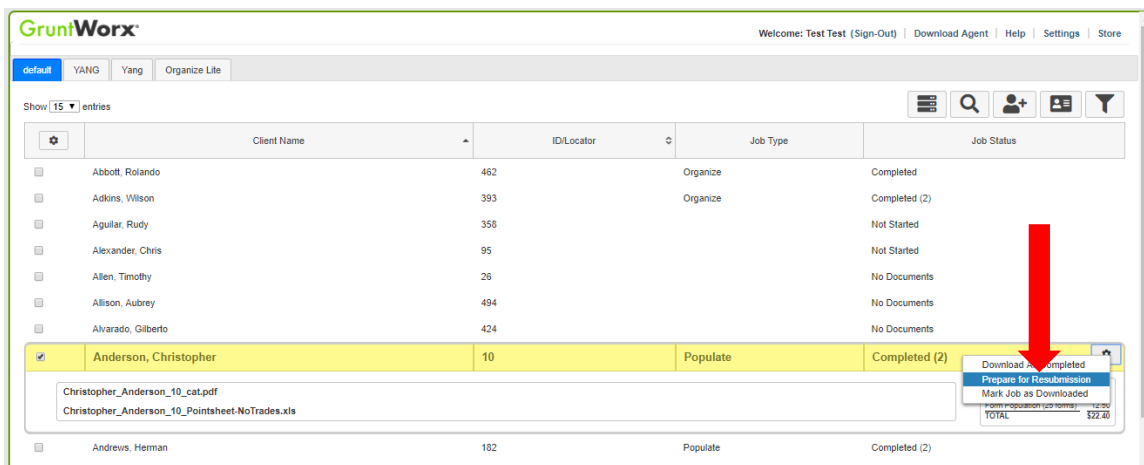
6. Job Resubmission

To accommodate client's missing documents and/or extensions, GruntWorx allows resubmission for **Populate and Organize** jobs.

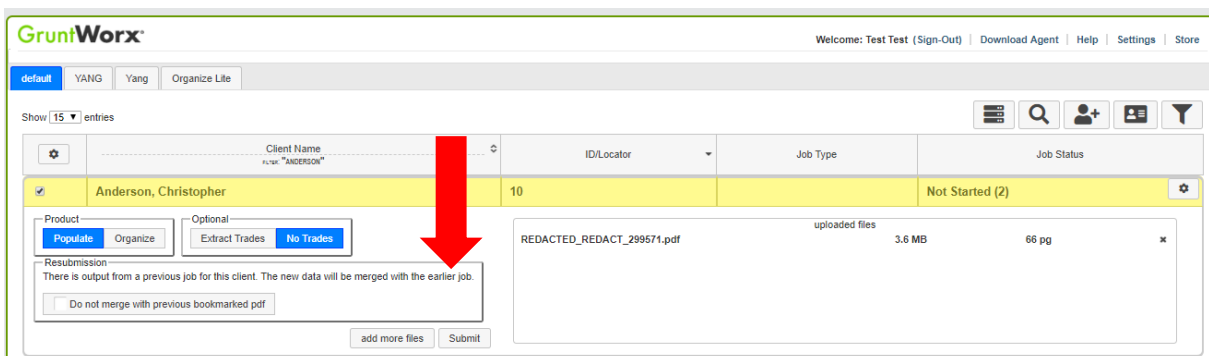
Only new, unpopulated (not previously populated by GruntWorx) documents should be populated for a resubmission. A new Pointsheet and Bookmarked PDF will be returned

Please note: Preparing a job for resubmission will remove all that client's documents. Make sure you have downloaded and documents you wish to keep before preparing for resubmission.

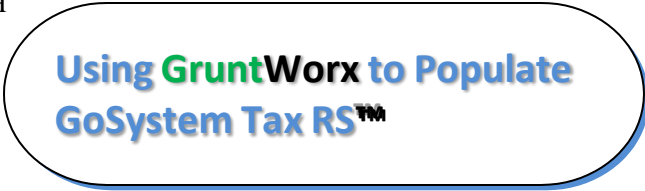
- The user should open the Client's Details and click the Gear icon in the upper right.



- On the dropdown menu choose Prepare for Resubmission
- Upload the client's files and submit as if it was an entirely new job
- When attempting to submit there will be a box to decide if the user wants to combine the new documents with the previous documents



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Reports

Admin reports

Available only to users with Admin rights, access a credit usage snapshot from the Dashboard, go into settings, select the Admin Settings tab, then Inventory, and choose the period of the time the report will cover.

Select the start and end dates of the report; then hit download report

Date	Memo	Credit Adjustment	Credit Balance
11/01/2018	beginning balance		9127.95
11/30/2018	current balance		9127.95

Select "download report" to download a spreadsheet with all details of GruntWorx activity to date.

- Sample Admin Report

firm_id	job_id	job_date	clientid	taxpayer	page_num	page_cost	extracted	trades_nu	trades_co	job_cost	tokens_used
310	231445	4/10/2017	3669IT	Bug Patrol	15	2.25	4	0	0	6.25	0
310	233030	4/14/2017		Dateless	55	2.75	0	0	0	2.75	0
310	233156	4/17/2017	TEST1	John Doe	56	8.4	7	18	2.7	18.1	0
310	233158	4/14/2017	SMIULTRA	JOHN Doe	56	8.4	7	18	2.7	18.1	0
310	233159	4/14/2017	SMI123	john Doe	56	8.4	7	18	2.7	18.1	0

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